

John R. McKernan, Jr.
Governor



Rollin Ives
Commissioner

STATE OF MAINE
DEPARTMENT OF HUMAN SERVICES
AUGUSTA, MAINE 04333

To: All Concerned
From: Rudolph Naples, Deputy Commissioner
Subject: Completion of Essential Personnel Forms by New Employees
Date: July 1, 1988

Rather than promulgate a Commissioner's Policy, I am attempting to solve this major problem by enlisting your cooperation.

We are being pressured by the Department of Administration to stop asking for pay advances. At the same time we are being hit by new employees who have no money to live on!

The Personnel Division will send a new hire package with each certification list. When a decision is made to hire, that supervisor needs to call in the person and get the paperwork done immediately and sent to the Personnel Division. I would urge you to have all hiring notifications be face-to-face, so that the paperwork will be done with no delay. The supervisor would have to ask the person to bring the two proofs of citizenship to the decision notification meeting. The package plus the yellow copy of the certification and the proof necessary for any conditional items noted on the certification list then needs to be shipped (via Regional Administration where applicable) to the Personnel Division.

The start date of an employee needs to be confirmed with the Personnel Division. Personnel will call the Supervisor to confirm a date as soon as the completed package is received in the Personnel Division. At the hiring time the person hired needs to know that the hiring date is tentative pending receipt of these materials in Personnel.

Any questions regarding specifics of the hiring process or materials should be addressed to Regional Administration (where applicable) or to the Division of Personnel, 289-2567.

Please, please cooperate with us by making all supervisors knowledgeable and responsible to follow through.

There is no more important an issue to the building of a good relationship with a new employee than making sure he/she gets paid. Personnel Division will endeavor to do help in any way it can, but paperwork must come in up front and not after the fact.

Thank you.

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